GENERAL.

RULE 16.—It is desirable, whenever such a course will not be attended by inconvenience, to combine the civil or railway with the military church of a station, the grant allowed for the church accommodation of the British troops or State railway servants before given being supplemented by a grant according to the scale shown in rules 10 and 11, or 12 to 15, as the case may be. In special cases buildings may be rented for divine service with the previous sanction of the Government of India.

RULE 17.—In addition to church accommodation as above prescribed, a house for the chaukidar or resident bearer may be provided. In cases, however, where the church is distant from the bazar, and where special grounds are shown, accommodation may be provided for other duly authorized servants; but such further accommodation will be limited to shelter for day use only. These houses should, when practicable, be adjoining to, and not within, the church compounds; but when within them, they should be erected in keeping with the other church buildings.

RULE 18.—Grants for ecclesiastical buildings will be sanctioned only by the Government of India in the Public Works Department.

RULE 19.—The scales of accommodation and expense for all churches above laid down are in no case to be exceeded without a reference to the Government of India.

RULE 20.—Church accommodation will not usually be provided at the expense of the State for non-official residents, either British-born Europeans or others, or for official residents other than British-born or State railway servants.

RULE 21.—When private contributions are combined with a Government grant towards building a church, the procedure to be adopted is as follows:—

(*a*) (1) Under ordinary circumstances, the amount of private contributions being known, a definite design and estimate will be prepared by the executive engineer and submitted for sanction in the usual way, the limit by which the executive engineer will be guided in his designs being the aggregate of the Government grant according to the scales given in the preceding rules, and the amount of private contributions actually realised.

(2) Before the work is commenced, the amount of the private contributions must be paid into a Government treasury, or guaranted by sufficient security, and carried to credit of deposits in the accounts of the department.

NOTE.—In the case of a grant from the Church Building Fund for the diocese of Calcutta a certificate instead of a cash payment in advance may be accepted, showing the amount of the contribution to be allowed. The conditions on which this certificate may be accepted are that in every case definite arrangements must be made with the Local Government or Administration concerned respecting the precise date on which the contributions will be paid, and that, until the payment is made, the Government shall have a primary lien on the funds of the Society. In case of any failure in paying up the stipulated payment on due date, the privilege herein allowed is to cease.

(3) In dealing with cases of this nature, the private contribution is to be looked upon as an addition to the Government grant, instead of the money allowed from public funds being considered as a grant-in-aid of private contributions, and the responsibility of officers of the Public Works Department or Military Works Services with respect to the preparation of estimates, and the construction of such buildings with reference to excess of expenditure over the estimate, will be as strictly enforced as where only public funds are expended.

NOTE.—In the case of State railways, the functions assigned in this and succeeding rules to the executive engineer will devolve on the manager.

(*b*) (1) In special cases, however, the Government grant for a church may, with the sanction of the Government of India, be treated as a grant-in-aid of private contributions raised for a church intended for the use of Government servants within the meaning of these rules are partly for the use of non-official residents or others for whom grants are not admissible under these rules.

(2) In such cases the plans and specifications shall be submitted to the executive engineer for the approval of the proper officers in the Public Works Department or Military Works Services, who shall sanction them on satisfying themselves that they are safe and suitable and can be executed for the estimated amount. The construction of the building may then be left to the managers or trustees of the private contributions raised, with whom must rest the responsibility for excess,

if any, over the amount of this sanctioned estimate. The grant-in-aid will be paid by the civil department on the certificate of the executive engineer, *vide* rule 21 (*b*) (3) below, and adjusted as a civil charge under the head "23—Ecclesiastical" as stated in rule 1 above.

(3) In such cases the grant will ordinarily not be paid in full by the civil account officer until the executive engineer has certified that the building has been completed in accordance with the sanctioned plans and specifications, and the trust deed referred to in clause (4) below, where required, has been duly executed; but the executive engineer may authorize advances out of the sanctioned grant on receiving sufficient proof that the building is proceeding satisfactorily, and on the managers or trustees certifying that all subscriptions relied on in support of the application for the grant have been paid up in full or guaranteed by sufficient security.

(4) When a grant is made under clause (*b*) of this rule for a church intended partly for the use of non-official residents and others for whom grants are not admissible under these rules, there shall be a trust deed, duly executed by the Chief Magistrate of the district in which the church is situated and the chaplain and registered,—(1) declaring that the building is granted in trust for church purposes only; (2) giving to Governmant a prior lien on the building for the recovery of the grant in the event of the former being diverted to other purposes; (3) providing for the legal ownership of the building; and (4) indicating sufficient sources for its proper maintenance.

RULE 22.—In any case in which a church is built partly from private contributions and partly from a Government grant, the Government is entitled at any time to require that a proportion of the seats in the church, not exceeding the proportion which the Government grant bears to the whole expenditure incurred in building the church, shall be reserved for troops and other Government servants who may be allowed free seats under rule 27.

NOTE.—This rule does not apply to cases in which pewage reduced by the amount of interest calculated at 4 per cent on the Government grant towards the cost of construction is paid on account of seats used by troops.

RULE 23.—The preceding rules shall apply, as far as may be, to the enlargement of existing churches.

RULE 23A.—Local Governments including the Director-General of Military Works are authorised to incur, when necessary, expenditure which is in excess of that permissible under, or is not covered by, the preceding rules, up to a limit of Rs. 500 in each case, on the understanding that this sum represents the maximum aggregate expenditure which may be sanctioned by them for additions and alterations to any one church.

CHURCH FURNITURE.

RULE 24.—The supply of church furniture will be regulated by the following rules. All expenditure connected with the articles to be supplied by the Public Works Department will be provided for under the rules laid down for that purpose :—

(1) Each Protestant church, civil, railway or military (cathedrals excepted), will be supplied by the Public Works Department with the following articles of furniture, the cost of which will be allowed in addition to the grant for the building. The renewal and repair of such articles will also be provided for by the Public Works Department subject to the conditions of rule 27 :—

	Maximum cost Rs.
(*a*) Appliances to seat the congregation, and to allow them to kneel in decent comfort—	
Officers, per seat	5
,, ,, stool or hassock	2
Soldiers, per seat	4
,, ,, stool or hassock	1
(*b*) Communion table, each	45
,, rails, per running foot	4
(*c*) Pulpit, each	200

	Maximum cost. Rs.
(*d*) Reading desk and stool	60
(*e*) Font and cover	60
(*f*) Vestry almirah	45
,, table	12
Two vestry chairs, per pair...	10
(*g*) Two alter chairs	24
(*h*) Punkahs, complete, per running foot	2
Thermantidotes, when necessary, each...	200
(*i*) Lighting apparatus, per 100 seats	100
Candlesticks for pulpits, per set	40
,, for lectern	30
,, for reading desk	30
(*j*) Lectern	50
(*k*) One bell of reasonable size to summon the congregation to church, at a cost not exceeding Rs. 300, for a first class church (*viz.*, those containing more than 400 sittings), and Rs. 200 for a second class church (*viz.*, those containing not more than 400 sittings).	
(*l*) Chicks or bamboo blinds for doors and windows where absolutely necessary.	At market rates.
(*m*) Matting where absolutely necessary for churches with terraced floors.	

The "reading desk" should be simply a desk (however appropriately shaped) and not an enclosure, expensive from its size and occupying needless space.

(2) The civil department will provide the following articles of service on the executive engineer's certificate of the necessity of supply. The renewal and repair of such articles will also be provided for by the civil department, subject to the conditions of rule 27, and on the production of the executive engineer's certificate as to the necessity for the expenditure :—

	Rs.
* Suitable set of communion plate	150
A strong box to be made in India, which may be locally purchased, for the custody of the communion plate, and also for records	150
* Altar cover of red embroidered cloth	150
* Bibles and prayer-book for the clergyman	50
* Fair linen cloth and napkins for the communion service ...	35
* Two service books for the communion table	30

*NOTE 1.—Where the congregation choose to contribute in order to procure any of these articles (or those mentioned in clause I) of a richer design or material, the fixed grant may, if so desired, be paid to the chaplain, and the purchase of the articles left to his and their joint discretion.

NOTE 2.—The cost of re-gilding articles of plate supplied under clause 2, rule 24, will be met by the civil department subject to the conditions of rule 27, and on the production of the executive engineer's certificate as to the necessity for the expenditure.

(3) In cathedrals of the Church of England, the renewal and repair of furniture and articles of service shall be provided out of the fixed monthly grants made by the civil department towards the maintenance of service, supplemented, if necessary, by contributions from the congregation.

(4) Each Roman Catholic church built by Government, civil, railway or military, will be supplied by the Public Works Department with the following articles of furniture, the cost of which will be allowed in addition to the grant for the building. The renewal and repair of such articles will also be provided for by the Public Works Department, subject to the conditions of rule 27 :—

	Maximum cost Rs.
(*a*) One bookstand	8
(*b*) One almirah for altar vestments, etc., at least 4 feet long by 2 feet 5 inches broad	45
(*c*) Three altar chairs for officiant and assistants ...	36
(*d*) One table and three chairs for the vestry ...	27
(*e*) One font and cover	60
(*f*) Seats and kneeling accommodation for the congregation—	
Officers, per seat	5
,, ,, stool	2

	Maximum cost. Rs.
Soldiers, per seat	... 4
,, ,, stool	... 1
(g) Altar table	... 45
(h) Communion rail, per running foot	... 4
(i) Pulpit, each	... 200
(j) Punkahs, where required, complete, per running foot	... 2
(k) Thermantidotes, where necessary	... 200
(l) Apparatus for lighting, per 100 seats	... 100
(m) One bell as in (k), clause I	
(n) Chicks or bamboo blinds for doors and windows where absolutely necessary.	At market rates.
(o) Matting, where absolutely necessary, for churches with terraced floors.	

A second altar table may be supplied to churches intended to accommodates more than 500 persons.

(5) The following articles of service will be supplied to Roman Catholic churhes by the military department on the executive engineer's certificate of the necessity of original supply. The renewal and repair of such articles will also be provided for, subject to the conditions of rule 27, and on the production of the executive engineer's certificate as to the necessity for the expenditure. The articles required for churches at military stations will be supplied and repaired or renewed by the military department, and those for churches at civil and State railway stations by the civil department :—

	Rs.
(1) One tabernacle, inside covered with silk	... 150
(2) One pyx with silver cup, inside gilt	... 100
(3) One chalice	... 100
(4) One monstrance	... 180
(5) Six altar candlesticks and crucifix	... 180
(6) Two cruets and one plate	... 10
(7) One altar lamp	... 30
(8) One misal	... 25
(9) Altar canons (one set of three)	... 8
(10) Altar vestments of silk (five set of the five colours) ...	... 300
(11) Two copes, one white and one black, of silk	... 120
(12) Humeral for benediction	... 30
(13) Altar linen, comprising albs, altar covers, communion cloth, etc.	... 80

NOTE.—The cost of re-gilding articles of plate supplied under the foregoing rule will be met by the military or civil department, subject to the conditions of rule 27, and on the production of the executive engineer's certificate as to the necessity for the expenditure.

(6) Churches rented by Government or Government buildings set apart temporarily as churches, for the use of European troops or European-born subjects in the service of Government, or of State railway servants, should be supplied by the departments concerned (*vide* clauses 1, 2, 4 and 5) with such church furniture and articles of service as are absolutely necessary for the performance of divine service. The number and description of the articles to be supplied should be determined by a committee, consisting of the chaplain, the executive engineer, and the chief local magistrate. In the case of churches for troops or for State railway servants, the senior military officer, or the manager of the railway, will take the place of the chief local magistrate.

The articles of furniture and service should be of the plainest description unless there is under construction by Government a church for which church furniture and articles of service would have to be supplied under clauses 1, 2, 4 and 5.

Articles supplied for use in temporary churches should be returned into store when the building ceases to be used as a church, unless they are required for supply to a permanent church built by Government.

(7) All applications for funds for the supply to Roman Catholic churches of the articles of service mentioned in clause 5 should be submitted through the Roman Catholic Bishop of the diocese in which the church is situated.

(8) The following articles of furniture will be supplied by the Public Works Department for lych-gates of Government cemeteries :—

	Maximum cost. Rs.
Two benches at Rs. 9 each	18
One small table	12
Two chairs at Rs. 5 each	10
A wheeled bier	350

NOTE.—In stations where no hearse or other suitable means of conveyance are available. the use of the bier is permissible for the conveyance of the dead to the cemetery.

(9) While the rates shown in clauses (1), (2), (4), (5) and (8) of this rule should not ordinarily be exceeded, local Governments may sanction excess expenditure on particular articles of furniture, provided that the excess is covered by savings on other articles, the supply of which is admissible under the rules and for which definite rates have been fixed.

RULE 25.—The executive engineer will be guided, in granting the certificate alluded to in clauses 2 and 5 of rule 24, by the following principles :—

Class I, churches built by Government.—The certificate should state that the church was built by Government for the use of European troops or European British-born subjects in the service of Government, or of State railway servants, and is still maintained for the same purpose.

Class II, churches which have received building grants from Government.—The certificate should state that the church received a building grant of Rs.——, equal to the——part of the total cost of the building, and that the grant was made on account of European troops or European British-born subjects in the service of Government or of State railway servants, and that the building is still used by them.

For this class of churches a proportion of the standard cost of the articles of service will be sanctioned equal to the proportion of the grant-in-aid to the total cost of the building itself.

Class III, churches rented by Government and Government buildings temporarily set apart as churches.—The certificate should state that the building is wholly rented by Government or is a Government building temporarily set apart as a church for the use of European troops or European British-born subjects in the service of Government, or of State railway servants.

NOTE.—The required certificates should afford information as to when the article was originally supplied and by whom, and the reason for recommending its renewal. When however, Government pay for the use of a certain varying number of seats in a church, the hire of the seats should include everything necessary for the performance of service.

RULE 26.—When a church, whether Protestant or Roman Catholic, is to be furnished, the executive engineer should communicate with the ecclesiastical authorities concerned with a view to afford the congregation an opportunity of furnishing the church by private subscriptions in more costly style, should they wish to do so. It is to be understood, however, that any article of furniture to which any public funds may have been applied will remain the sole property of Government, even though a portion of its cost may have been contributed by private persons. And in cases where articles of furniture are procured from England, they should be purchased through the Secretary of State in the ordinary way, with the exception of articles to which note 1 to clause (2) of rule 24 applies, which may be purchased as therein allowed.

In cases in which articles of furniture supplied wholly or in part from Government funds are considered to have become obsolete or unsuitable, though not necessarily unserviceable, they may, with the previous approval of the local Government, be sold and the sale proceeds utilized towards the cost of replacing them, provided always that sufficient private subscriptions are forthcoming to ensure the replacement of the old articles by new ones of greater value or more appropriate design.

RULE 27.—Government will not ordinarily undertake the cost of the renewal and repair of furniture and articles of service in churches, which are not primarily intended for the accommodation of troops. Where pew rents are charged, the cost of such renewals and repairs will be met from the pew rent fund; where pew rents are not charged, it is expected that the cost will be met from contributions by private persons and members of the congregation. In churches in which a portion of the seats are actually reserved by Government for troops or other Government servants entitled to free seats, the Government will pay a share

of the cost of renewals and repairs equal to the proportion which the number of seats so reserved bears to the whole number of seats in the church. Seats will be reserved by Government under this rule only for troops and military officers on duty with troops, and for such Government servants of the classes described in rule 10, and State railway servants of the classes described in rule 12, as cannot afford to pay for seats. But all Government servants (other than troops and military officers on duty with them), who are in a position to pay for seats, will be liable to be charged pew rents.

RULE 28.—In cases in which articles of furniture belonging to a Government church are stolen, an immediate enquiry should be held in view to ascertaining whether the loss was caused through the negligence of the person responsible for the custody of such furniture. In the case of Protestant churches at civil or railway stations, the enquiry should be conducted by the chaplain and the members of the church committee; and in the case of Roman Catholic churches at such stations, by the chaplain in charge and the chief civil officer of the place, or such other person or persons as the chief civil officer may nominate for that purpose. As regards Protestant and Roman Catholic churches in cantonments, the investigation should be made by a committee assembled under the orders of the officer commanding, as is the case in respect of all other enquiries into loss of Government property, the chaplain in charge being invited either to be a member of the committee or to give evidence before it.

(2) If the result of the enquiry should be to show that the loss was occasioned by negligence on the part of the person responsible for the custody of the furniture, such person should, if possible, be required to make good the loss: or if it should appear that the loss was due to circumstances beyond the control of the responsible officer, then the Government of India will be prepared to consider an application for the replacement, at the public expense, of the articles stolen. Such application should be submitted through the ordinary channels, and should be accompanied by a full report of the enquiry.

RULE 29.—The care of church clocks is to be charged against the pew rent fund, where it exists. Where no such fund exists, the cost of maintaining the clocks will be borne by Government.

RULE 30.—The pay of chaukidars of churches will be disbursed through chaplains.

RULE 31.—Anglican and Roman Catholic churches are under the control of the Bishop of the diocese in respect to the erection of tablets, ornaments, etc., while in course of construction, as well as after completion and consecration.

OWNERSHIP AND REPAIR OF CHURCHES.

RULE 32.—All churches built under these rules, except rule 21, clause (*b*), shall be considered the property of Government.

As a general rule, all churches, whether Protestant or Roman Catholic, which have in past times been built by Government, are the property of Government.

Churches whether built wholly by private contributions or by such contributions jointly with State grants, which have been borne for a series of years on the books of the Public Works Department or Military Works Services and have been repaired and otherwise dealt with, unchallenged, as Government buildings, shall be deemed to be the property of Government.

Churches built wholly or in part by private contributions which have not been so borne, repaired or dealt with, but which may be taken over on behalf of Government, under sanction of competent authority, shall be brought on the books of the Public Works Department or Military Works Services as the property of Government.

RULE 33.—All churches which are the property of Government shall be in charge of the executive engineer, and shall be repaired under the ordinary rules of the Public Works Department.

In every case in which any alteration in a church belonging to Government, which affects its structure or its permanent fittings, may be desired by the chaplain or other clergy, the executive engineer must be consulted and his consent obtained in writing before the alteration is carried out.

COMPENSATION FOR ACCOMMODATION IN CHURCHES NEITHER BELONGING TO, NOR RENTED BY, GOVERNMENT.

RULE 34.—The rate of compensation for sittings for Protestant and Roman Catholic soldiers is fixed at Rs. 7 per seat per annum. Broken periods within the year shall be counted as a year; but when sittings are occupied consecutively for any period exceeding twelve months, payment will be made for the number of months in excess of the year, for which the sittings are so occupied, at the rate fixed for the year.

NOTE 1.—The payment should, as far as possible, be regulated by the official year.

NOTE 2.—Whenever a church has been built with the aid of a grant from Government under rule 21 (*b*), the pewage otherwise admissible for seats occupied in that church will be reduced by the amount of interest calculated at 4 per cent on the sum contributed by Government towards the cost of its construction.

RULE 35.—The number of sittings for which compensation is allowed will be regulated by the highest attendance at a parade service during the year of soldiers and their families (two children up to the age of 16 being counted as one adult) actually quartered in the station, subject to the following maximum limits:—

Unit	Church of England, Church of Scotland and other Protestant denominations recognised by the Government of India	Roman Catholics
Battalion of British Infantry	450	340
Head-quarters Wing, British Infantry	200	190
Detached Wing, British Infantry	200	150
Regiment of British Cavalry	275	210
Battery of Royal Horse or Field Artillery	70	55
Garrison Company, Royal Artillery	65	50
Mountain Battery, Royal Artillery	50	35
Heavy Field Battery, Royal Artillery	45	35
Convalescent depots and miscellaneous detachments, per section of 100 men ...	45	35

NOTE.—These numbers include soldiers' families.

RULE 36.—Compensation may be charged for sittings provided for British-born commissioned and non-commissioned officers (including families) employed on the staff or with Indian regiments, in addition to the number of sittings for which compensation is admissable under rule 35.

RULE 37.—Compensation may, under the conditions of rule 34, be paid for Protestant or Roman Catholic State railway servants for whom church accommodation has not been provided by Government; the number of sittings for which compensation may be allowed being regulated by the highest attendance on any one occasion during the year of railway servants and their families (two children up to 16 being taken as one adult) who are of European descent, pure or mixed, retaining European habits and modes of life and professing the Christian religion.

RULE 38.—Local Governments and Administrations are authorised to sanction the payment of compensation for sittings on the condition that the rules are strictly observed, and that all cases in which the application of the rules is doubtful are submitted for the orders of the Government of India. Applications for compensation must be supported by a certificate from the officer commanding the station or the manager of the railway of the number of soldiers or State railway servants, and their families for whom accommodation has been obtained under rules 35, 36 and 37.

RULE.—39.—The outlay will appear in the departmental budget estimates and accounts under head of Civil Buildings—Repairs.

L. C. PORTER,
Secretary to Government of India.